

## Bush Fire Division Operating Procedures

Version 1.4

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## Introduction

The Shire of Boddington is responsible for the establishment and administration of Bush Fire Brigades within the Shire of Boddington in accordance *with Section 41 of the Bush Fires Act 1954*. The Shire of Boddington is responsible for insurance of Bush Fire Brigade Members and Emergency Service Levy associated appliances and equipment.

The Bush Fire Advisory Committee (BFAC) reports and makes recommendations on strategic matters to Council.

The Bush Fire Division within the Shire of Boddington, consists of the following four (4) established Bush Fire Brigades: Boddington-Town, Crossman, Marradong, and Quindanning.

## Purpose

The Shire of Boddington Bush Fire Brigade Operational Procedures outlines the working structure of Bush Fire Brigades and can be reviewed by the Shire and/or the BFAC at any time. The Bush Fire Division Operating Procedures are to be referred to by; the Shire of Boddington Staff, the BFAC and Bush Fire Brigades Members. The Procedures set normal operational and strategic procedures for administration and maintenance of Bush Fire Bush Brigades in the Shire of Boddington. If there is an anomaly within the Procedure, then the *Bush Fires Act 1954* will take precedence.

**A current copy of these Bush Fire Division Operating Procedures should be available at each of the Brigade Stations and retained in the Shire's ECM system.**

## Review

The Shire of Boddington Bush Fire Brigade Operating Procedures will be reviewed every five years. Amendments can be made at any time to be approved by the CEO.

## Interpretation

In these procedures, unless the context otherwise requires:

**"Absolute Majority"** means more than half of the total votes of those eligible to vote whether present or not.

The **"Act"** means the *Bush Fires Act 1954* and amendments.

**"Auxiliary"** means a member that provides support to operational fire fighters of the Brigade and must be a minimum of sixteen (18) years of age.

**"BFAC"** means the Bush Fire Advisory Committee appointed by the Shire of Boddington.

**"Brigade"** means a unit of Fire Fighters based at a specific location. A Brigade is a sub-unit of a Division.

**"BRMC"** means Bush Fire Risk Mitigation Coordinator for the Shire of Boddington

**"Cadet"** means a member of an Emergency Services Cadet unit, aged between twelve (12) and up to sixteen (16) years of age. The member is not allowed to perform operational firefighting duties.

**"CBFCO"** means the Chief Bush Fire Control Officer appointed by the Shire of Boddington.

**"CEO"** means Chief Executive Officer of the Shire of Boddington.

**"Council"** means the Shire of Boddington Council.

**"DCBFCO"** means a Deputy Chief Bush Fire Control Officer appointed by the Shire of Boddington.

**"DFES"** means the Department of Fire and Emergency Services.

**"Division"** means the collective of all Brigades within the Shire of Boddington.

**"EMDCS"** means Executive Manager Development and Community Services of the Shire of Boddington.

**"ESO"** means the Emergency Services Officer for the Shire of Boddington

**"FCO"** means a Fire Control Officer appointed by the Shire of Boddington.

**"Fire fighter"** means a member of a Brigade with the competency and currency to perform operational firefighting duties.

**"Local Government"** means the Local Government established under the *Local Government Act 1995*.

**"Normal Brigade Activities"** as defined in *Section 35A of the Act*.

**"Ordinary Meeting"** means any meeting of the Brigade other than an annual general meeting, operational meeting, or a special meeting.

The **"Regulations"** means the *Bush Fires Regulations 1954*.

### **Authorisation**

These procedures have been produced and issued under the authority of the Shire of Boddington in accordance with the *Bush Fires Act 1954* and Shire of Boddington Bush Fire Brigades Local Law 2023.

## SECTION ONE - Bush Fire Division Administrative Procedures

### 1. Volunteer Bush Fire Division

#### 1.1 Vision

To protect our volunteer members, the community, and our environment. Be committed to providing an environment in which all persons can expect to be treated equally and with respect.

#### 1.2 Our Values

- ❖ Mutual respect.
- ❖ One Bush Fire Division, several Brigades, many members, one purpose.
- ❖ Integrity and trust.
- ❖ Strive to keep ourselves and others safe.
- ❖ Support, friendship, camaraderie; and
- ❖ Knowledge and learning.

#### 1.3 Objectives

The Shire of Boddington Volunteer Bush Fire Division, Brigades undertake the following objectives:

- ❖ Provide timely, quality, and effective emergency service.
- ❖ Minimise the impact of emergencies on the community.
- ❖ Work with the community to increase bush fire awareness and fire prevention strategies.
- ❖ To ensure that bush fire brigade volunteers receive appropriate training for their respective roles within the brigade.
- ❖ Ensure that operational equipment is serviceable and available for emergencies.
- ❖ Provide a workplace that is safe, and everyone is treated with respect in an environment that is free from discrimination and harassment.
- ❖ Work cohesively with other emergency management agencies; and
- ❖ Report to Council through the Bush Fire Advisory Committee (BFAC) on any relevant matters.

#### 1.4 Establishment of a Bush Fire Division

The Shire of Boddington may establish a Bush Fire Division, consisting of several Bush Fire Brigades for the purpose of conducting normal brigade activities in accordance with *Section 41 of the Bush Fires Act 1954*. The BFAC will report to Council on the wellbeing and structure of any Bush Fire Brigade within the Shire of Boddington and from time to time review the operational functionality of all Bush Fire Brigades. This review will be conducted using the provisions of this document and any other available tools. All members of a Bush Fire Brigade must be a registered brigade members for insurance purposes. The Shire of Boddington will maintain a register of members.

## 1.5 Bush Fire Division and Brigades Management Structure

The Shire of Boddington is to ensure there is an appropriate structure through which the organisation of a Bush Fire Division and Brigades can be maintained. In consultation with the Bush Fire Brigades and through the BFAC, the Shire will appoint two Bush Fire Division Officers, being a Chief Bush Fire Control Officer (CBFCO) and a Deputy Chief Bush Fire Control Officer (DCBFCO).

The CBFCO, DCBFCO appointments are for a 1-year term. The incumbent continues in their role (unless terminated or resigned) until a new appointment or reappointment occurs. The Shire of Boddington CEO appoints a suitable person to each position after calling for nominations and receiving a recommendation from the Bush Fire Advisory Committee. (Reference: Register of Delegations, Section 3.1.8)

At each Brigades Annual General Meeting (AGM) (See Section 4.2), each individual Brigade shall nominate their Captain, Fire Control Officers, Lieutenants, and other key positions for their Brigade for the following year. FCO Nominations will be by Brigades and reviewed then appointed by the Shire. These appointments are for 1 year. The incumbents continue in their role (unless terminated or resigned) until a new appointment or reappointment occurs.

### 1.5.1 Bush Fire Brigade

- ❖ Has a complete and maintained brigade structure (refer to complete structure in 1.5.2 below).
- ❖ Has a succession plan in place for all senior officers.
- ❖ Maintains a 2-crew shift per allocated appliance; (Each Brigade Captain may set a minimum requirement of 3 crew for Truck appliances)
- ❖ Predominantly has at least one, but preferably two Emergency Services Levy (ESL) supplied appliance/s.
- ❖ As relevant reports to the CBFCO and DCBFCO and BFAC and the Shire of Boddington on all matters involving the Brigade.
- ❖ Responds to any incident in a timely manner.
- ❖ Holds an AGM once a year in accordance with this document (See Sections 1.5 and 4.2) and reports to the Bush Fire Advisory Committee and Shire of Boddington.
- ❖ Ensures all active members that have been granted 'Operational Bush Firefighter Status,' as approved by the Shire Chief Executive Officer, should hold current and up to date qualifications in accordance with this document and Council Policy.
  - ❖ Holds and maintains radio communications with the CBFCO and the Bush Fire Network.
  - ❖ Ensures all active members are trained and competent with use of the appliance/s allocated to the Bush Fire Brigade; and
  - ❖ Ensures all Active members are competent in radio communications.

### 1.5.2 Complete Brigade Structure (Bush Fire Brigade)

The following positions should form part of a Brigade structure:

- |   |                      |
|---|----------------------|
| • Brigade Captain                                   | (See section 1.7.1)  |
| • Brigade Lieutenants                               | (See section 1.7.2)  |
| • Brigade President (optional)                      | (See section 1.7.3)  |
| • Brigade Secretary                                 | (See section 1.7.4)  |
| • Brigade Treasurer                                 | (See section 1.7.5)  |
| • Brigade Training Officer                          | (See section 1.7.6)  |
| • Brigade Trainers (optional – as many as required) | (See section 1.7.6)  |
| • Brigade Equipment Officer                         | (See section 1.7.7)  |
| • Brigade 'Operational Firefighter Status' Members  | (See section 1.7.8)  |
| • Brigade Recruits (Non-Operational)                | (See section 1.7.9)  |
| • Brigade Support Members (Non-Operational)         | (See section 1.7.10) |

- At least two qualified Brigade 'Fire Control Officers'

(See section 1.8)

## **1.6 Reporting Lines**

The Shire of Boddington has overall management responsibilities of the Bush Fire Division and its Brigades. The CBFCO has delegated authority from the CEO to manage day to day operational management of the bush fire network, Level One (1) Bush Fires and all other delegations as approved by the CEO. The BFAC is a committee of Council and reports on strategic matters of fire control and management of the bush fire brigade network.

## **1.7 Bush Fire Brigade Office Bearers - Roles and Responsibilities**

### **1.7.1 Captain**

The Captain of a bush fire brigade is responsible for the leadership and management of the bush fire brigade. The position reports to the CBFCO on Brigade related matters. Brigade members are to report directly to the captain of their bush fire brigade.

#### **The duties of a Captain include but are not limited to:**

- ❖ Demonstrate positive leadership and mentor members.
- ❖ May take on an 'Operations Officer' role or 'Sector Commander' role at incidents.
- ❖ In the absence of an FCO may take overall charge of an incident.
- ❖ Ensure incident control systems and management principles are implemented and maintained during all emergency incidents if required.
- ❖ Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents.
- ❖ Conduct brigade briefings and host post incident analysis of any incident.
- ❖ Undertake responsibility for the proper management and maintenance of brigade property and equipment.
- ❖ Ensure all Active Members are trained to basic specified standards.
- ❖ Ensure all Active Members are equipped with current Personal Protective Clothing and Equipment once required training is completed.
- ❖ Report any injuries of personnel or damage to firefighting equipment immediately to the Chief Bush Fire Control Officer or Shire Emergency Services Officer; and
- ❖ Maintain safety standards within the brigade.
- ❖ Ensure a Fire-Incident-Report-System report form is completed for all fire incidents (and emergencies) attended by the Brigade and ensure a copy of each completed report is submitted to the CBFCO and Shire of Boddington as soon as practicable.

#### **Preferred Qualifications**

- Firefighting experience of 2 years and preferably some time spent as a lieutenant.
- Competently completed the following DFES courses or approved equivalent:
  - Bushfire Safety Awareness, including AllMS Awareness
  - Bush Firefighting Skills

## 1.7.2 Lieutenants

**The duties of a Lieutenant include but are not limited to:**

- ❖ Attend bush fires and prescribed burns as required.
- ❖ Operate firefighting equipment and appliances; and
- ❖ Provide support to the Captain and assist with operational management of the brigade.

### Lieutenants Preferred Qualifications

- Firefighting experience of 2 years and preferably some time spent as a Senior Fire Fighter or above.

### Lieutenants and Active Fire Fighters Required Qualifications

- Competently completed the following DFES courses or approved equivalent:
  - Bushfire Safety Awareness, including AIIMS Awareness
  - Bush Firefighting Skills

**Note:** In the absence of a Captain, the next highest-ranking Lieutenant may take the role of Captain.

## 1.7.3 Brigade President (Optional)

- ❖ This is a position that can be used to assist the Brigades Captain and members, by presiding over all Brigade meetings as the meeting chairperson. They also assist the Brigades officers at a Brigade administrative management level.
- ❖ The reason this position is optional, is that the role will otherwise be undertaken by the Brigade Captain themselves, or another Brigade officer or member assigned by the Brigade Captain as required.
- ❖ The President sets the overall routine and annual Brigade meeting agendas (consistent with views of the members), helps the Brigade prioritise its goals and then keeps the Brigade on track by collaborating with members to achieve meeting objectives and actions.
- ❖ The Brigade President ensures all key meeting discussions are recorded and distributed by the Brigade Secretary or another delegated member.

## 1.7.4 Brigade Secretary

The Secretary is to record and manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to additional positions held within the brigade.

**The duties of a Secretary include but are not limited to:**

- ❖ Prepare an Agenda for brigade meetings and distribute to members with previous minutes prior to meetings.
- ❖ Circulate Notice of Meetings, attend brigade meetings, record the minutes of Brigade meetings, and ensure that these documents are circulated to members as well as the Shire.
- ❖ Document and record all brigade correspondence and business.
- ❖ Make available and circulate minutes of the Bush Fire Advisory Committee and correspondence from the Shire of Boddington.
- ❖ Provide names of elected members to the Shire within 14 days of the AGM using the Brigade Return form.
- ❖ Report any changes and new memberships to the Shire; and
- ❖ Report to the Shire the membership registers in June/July each year.

### Preferred Qualifications

- Suitable administration skills

### **1.7.5 Brigade Treasurer**

The Treasurer's role is to be the custodian of funds of the Bush fire Brigade. This role may be combined with that of Secretary. This position is not required to perform active operational duties but may also hold an operational role within the brigade.

#### **Preferred Qualifications**

- Financial Management Skills

### **1.7.6 Brigade Training Officer and Brigade Trainers**

The Brigade Training Officer reports to their respective Brigade Captain and consults with the Bush Fire Division, Training Coordinator to ensure all training needs of the brigade are met. The Brigade Training Officer does not require formal training qualifications. The Brigade Trainer will preferably be of a Lieutenant or higher Fire Fighter ranking. A Brigade Captain may also appoint as many Brigade Trainers as deemed necessary. Brigade Trainers report directly to their respective Brigade Training Officer. The Shire of Boddington is to retain and maintain all training qualifications of brigade members. Thus, needs to be advised directly by Brigade Training Officers when their members have successfully completed various formal training subjects.

#### **The Duties of a Brigade Training Officer include but are not limited to:**

- ❖ Endeavour to ensure brigade members maintain necessary skill levels, equivalent to the competency standard required by the Shire of Boddington.
- ❖ Endeavour to ensure regular training sessions are conducted within the brigade; and
- ❖ Consult with the Bush Fire Division, Training Coordinator on the training needs of brigade members.

#### **The Duties of a Brigade Trainer include but are not limited to:**

- ❖ Conducts Brigade level training with a focus on training new-member recruits.
- ❖ Supports their respective Training Officer as required.

A Brigade Training Officer may also be appointed as a Brigade 'Trainer.'

### **1.7.7 Brigade Equipment Officer**

The role of the Brigade Equipment Officer is to manage brigade property, fleet vehicles, general equipment, and stock levels. The position is not required to perform active operational duties but may be able to demonstrate a degree of knowledge of brigade equipment.

#### **The duties of a Brigade Equipment Officer include but are not limited to:**

- ❖ Manage brigade equipment and maintain a register of all assets.
- ❖ Coordinate the maintenance of equipment in accordance with the Shire of Boddington maintenance schedule and adhering to all purchasing guidelines.
- ❖ Ensure Brigade vehicle maintenance and servicing documentation is kept up to date, including vehicle servicing and warranty books.
- ❖ Report maintenance or damage issues to the Captain; and
- ❖ Store equipment at the station or other place as approved by the Captain.

### **1.7.8 Brigade ‘Operational Firefighter Status’ Members**

The duties of an Operational Firefighter, include but are not limited to:

- ❖ Attend bush fires and prescribed burns as required.
- ❖ Operate firefighting equipment and appliances; and

**Note:** In the absence of a Captain or Lieutenants, the next highest ranking Operational Firefighter may take the role of Captain.

### **1.7.9 Brigade Recruits and Non-Operational Members**

Brigade Recruits are members who are new. They may be completely new to joining a Bush Fire Brigade – or be persons who are transferring from another Brigade that is outside of the Shire of Boddington. A training review and or Recognition of Prior Learning is to be undertaken in the future, whereby they may then be re-ranked accordingly as per these procedures.

### **1.7.10 Brigade Support Members**

Brigade Support Members are auxiliary members who undertake a non-operational support role within a Brigade. These roles might include being nominated as the Brigade President, Treasurer, Training Officer, Secretary or Equipment Officer, and/or they may undertake a widespread support role, assisting with catering, cleaning, or other duties to assist the Brigade.

## **1.8 Bush Fire Control Officers - Duties and Responsibilities**

### **1.8.1 Bush Fire Division, Chief Bush Fire Control Officer (CBFCO)**

The Chief Bush Fire Control Officer is that of a leader, decision maker, planner, and manager of the Bush Fire Brigades. The CBFCO is to ensure that the Division is functioning to a standard commensurate to the risks within the Shire and reports to the Shire of Boddington.

**The Duties of the Chief Bush Fire Control Officer include but are not limited to:**

- ❖ Provide leadership and direction to volunteer Bush Fire Brigades and members.
- ❖ Monitor Bush Fire Brigades resourcing, equipment, and training levels.
- ❖ Reports to the Shire of Boddington concerning fire prevention / suppression activities.
- ❖ Function as a Level 1 Incident Controller for bush fires within the Shire of Boddington.
- ❖ Hold the rank of Fire Control Officer for all brigade areas within the Shire of Boddington.
- ❖ Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents within the Shire of Boddington.
- ❖ Coordinates response to DFES Communications Centre – fire incident callouts.
- ❖ Manage the operations of the bush fire brigades network.
- ❖ Be responsible for conflict resolution in the first instance for bush fire brigade members.
- ❖ Be aware and retain knowledge of the location of all resources within the bush fire brigade network.
- ❖ Consult with the Department of Fire and Emergency Service, Parks and Wildlife Services on incident management issues.
- ❖ Provide representation on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC).
- ❖ Be appointed as an FCO.
- ❖ Routinely attend various Brigades meetings; and

- ❖ Report to the Shire of Boddington on any other critical issues not listed above.

### **Preferred Qualifications**

- Active Firefighting experience of at least 5 years
- Fire Control Officer experience of at least 2 years
- DFES courses or approved equivalent:
  - Bushfire Safety Awareness (Essential)
  - Bush Firefighting Skills (Essential)
  - Sector Commander
  - Level 1 Incident Controller
  - Fire Control Officer (Essential)

### **1.8.2 Bush Fire Division, Deputy Chief Bush Fire Control Officer (DCBFCO)**

The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker and planner that assists the CBFCO in managing the Bush Fire Division. This position reports to the Chief Bush Fire Control Officer and Shire of Boddington on all matters pertinent to bush fire management. The position also includes appointment as the Bush Fire Division, Training Coordinator (see 1.8.3), with a key focus on training of all of the various Brigades members. Another person may be nominated to this role as required by the Chief Bush Fire Control Officer.

#### **The Duties of the Deputy Bush Fire Control Officer include but are not limited to:**

- ❖ All duties as detailed in the above Chief Bush Fire Control Officers duties.
- ❖ Support the Chief Bush Fire Control Officer with Incident Management.
- ❖ Proxy representation on the Bush Fire Advisory Committee (BFAC), Regional Operations Advisory Committee (ROAC) and Local Emergency Management Committee (LEMC).
- ❖ Be appointed as the Bush Fire Division Training Coordinator; and
- ❖ Be appointed as an FCO.

### **Preferred Qualifications**

- Active Firefighting experience of at least 5 years
- Fire Control Officer experience of at least 2 years
- DFES courses or approved equivalent:
  - Bushfire Safety Awareness (Essential)
  - Bush Firefighting Skills (Essential)
  - Sector Commander
  - Fire Control Officer (Essential)
  - AIIMS Awareness

### **1.8.3 Bush Fire Division, Training Coordinator**

The Deputy Chief Bush Fire Control Officer is nominated the Training Coordinator for Bush Fire Brigades and will promote training courses available through DFES and other opportunities that may become available for brigade members. Another person may be nominated to this role as required by the Chief Bush Fire Control Officer.

#### **The Duties of the Training Coordinator include but are not limited to:**

- ❖ Oversee and manage the training requirements for members of Bush Fire Brigade within the Shire of Boddington.
- ❖ Report to the Shire of Boddington, Chief Bush Fire Control Officer and Bush Fire Advisory Committee on all training matters.

- ❖ Maintain records and deliver those records to the Shire of Boddington.
- ❖ Coordinate the conducting of training courses for brigade members as required and Consult with each Brigades Training Officer and Captain, regarding training related matters.
- ❖ As required, develop a yearly training calendar with the Shire of Boddington; and

### **Preferred Qualifications**

- Hold relevant Trainer and Assessor qualifications

### **1.8.4 Brigade Fire Control Officer (FCO)**

The Fire Control Officer has the control and management of bush fire suppression activities. A Fire Control Officer is a delegated representative of the Shire for the administration of the provisions of the Bush Fires Act 1954. The position is required to perform active operational duties both in firefighting and fire prevention strategies in the local community. This position reports to the Chief Bush Fire Control Officer and Shire of Boddington on all matters pertinent to bush fire management. A Fire Control Officer must be able to demonstrate experience in wildfire behaviour, AIIMS and knowledge of the local area. The person must be able to interpret the Bush Fires Act and Regulations 1954 and be confident with communication skills.

A Fire Control Officer may jointly hold the position of Brigade Captain. The Shire of Boddington Emergency Services Officer may also be appointed as an FCO for the purposes of acting under and enforcing the Bush Fires Act and Regulations 1954.

### **The Duties of a Fire Control Officer include but are not limited to:**

- ❖ Authorise and issue permits to burn in accordance with the Bush Fires Act 1954 within their brigade boundary.
- ❖ Maintain a personal incident diary and record of fire incidents as well as events and decisions made at incidents within the Shire of Boddington.
- ❖ Command, control and confidently manage activities at an emergency incident.
- ❖ Identify and conduct risk assessments of fire hazards.
- ❖ Take control of fire suppression activities within the brigade area.
- ❖ Conduct brigade briefings and host post incident analysis of any incident.
- ❖ Ensure Brigade Operation Guidelines and safety standards are adhered to on the fire ground; and
- ❖ Fulfil the role as Operations Officer under the direction of the Chief Bush Fire Control Officer.

### **Qualifications**

- Active Firefighting experience of 2 years
- DFES courses or approved equivalent:
  - Bushfire Safety Awareness (Essential)
  - Bush Firefighting Skills (Essential)
  - Fire Control Officer (Essential)
  - Burn Over Drill
  - AIIMS Awareness

**Note:** Fire Control Officers are appointed by the Shire for a one-year period. They are nominated by their bush fire brigade each year, with the nominations sent to the Shire and BFAC to approve. Fire Control Officers 'should' generally only issue permits for their brigade area.

## 1.9 Bush Fire Division and Brigades Rank Structure

### DIVISION OFFICERS



#### 1.9.1 Chief Bush Fire Control Officer

- BFAC 1 Year Appointment
- Notes: 1 Year BFAC Appointment, however 'ideally' should have considerable experience as at least a Brigade Captain first.



#### 1.9.2 Deputy Chief Bush Fire Control Officer

- BFAC 1yr-Appointment
- Notes: 1yr BFAC Appointment, however 'ideally' should have considerable experience as at least a 1st Lieutenant first.

### BRIGADE OFFICERS



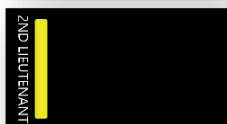
#### 1.9.3 Captain

- Brigade AGM Officer 1yr-Appointment.
- Notes: 1 Year Brigade AGM Appointment, however 'ideally' should have considerable experience as at least Senior Leading Fire Fighter ranking first.



#### 1.9.4 1st Lieutenant

- Brigade AGM Officer 1yr-Appointment.
- Notes: 1 Year Brigade AGM Appointment, however 'ideally' should have considerable experience as at least Leading Fire Fighter ranking first.



#### 1.9.5 2nd Lieutenant

- Brigade AGM Officer 1yr-Appointment.
- Notes: 1 Year Brigade AGM Appointment, however 'ideally' should have considerable experience as at least Senior Fire Fighter ranking first.



#### 1.9.6 3rd, 4th+ Lieutenants

- Brigade AGM Officer 1yr-Appointment.
- Notes: 1 Year Brigade AGM Appointment, however 'ideally' should have experience as at least Senior Fire Fighter ranking first.

### BRIGADE OTHER RANKS



#### 1.9.7 Senior Leading Fire Fighter

- To achieve this ranking, the below training units will need to be competently completed. RPL is not available for these training units.
- Bushfire Leadership – Training Officer
  - ✓ Workplace Trainer Assessor
  - ✓ Fire Control Officer
- Bushfire Leadership – Lieutenant
  - ✓ Leadership Fundamentals
  - ✓ Mental Health First Aid
  - ✓ Incident Controller Level 1
- Bushfire Leadership – Captain
  - ✓ Incident Controller Level 2
  - ✓ HF Principles



#### 1.9.8 Leading Fire Fighter

To achieve this ranking, the below training units will need to be competently completed. RPL is not available for these training units.

- Advanced Bush Fire – Structural Fire Fighting
  - ✓ Structural Fire Fighting
  - ✓ Breathing Apparatus
  - ✓ Internal Fire Fighting



- Specialist/Optional Courses (\*Need to complete at least 3 out of the below 5 optional units)
  - ✓ Plantation Firefighting
  - ✓ Ground Controller
  - ✓ Incident Reporting System (IRS)
  - ✓ WAERN Advanced Radio Use
  - ✓ Chainsaw

### 1.9.9 Senior Fire Fighter

- To achieve this ranking, the below training units will need to be competently completed. RPL is not available for these training units.
- **Advanced Bush Fire – Advanced Fire Fighter**
  - ✓ Advanced Bush Fire Fighting
  - ✓ Crew Leader
  - ✓ Sector Commander
- **Incident Control Vehicle**
  - ✓ Incident Control Vehicle Resource Support
  - ✓ Incident Control Vehicle Radio Operator
  - ✓ Incident Control Vehicle Crew Support
  - ✓ Incident Control Vehicle Crew Leader
  - ✓ Incident Control Vehicle Awareness



### 1.9.10 Fire Fighter 1st Class

- To achieve this ranking, the below training units will need to be competently completed. RPL is not available for these training units.
- **Advanced Bush Fire – Appliance Driver**
  - ✓ Pump Operations
  - ✓ On Road Driving
  - ✓ Off Road Driving
  - ✓ Emergency Driving
- **Other**
  - ✓ First Aid



### 1.9.11 Fire Fighter

- To achieve this ranking, (Operational Fire Fighter Status) the below training units will need to be competently completed.
- **Basic Bush Fire – Bush Fire Safety Awareness**
  - ✓ Bush Fire Characteristics and Behaviour
  - ✓ Bush Fire Safety and Survival
  - ✓ Suppress Bush Fire
- **Basic Bush Fire – Fire Fighting Skills**
  - ✓ Introduction to Map Reading
  - ✓ Introduction to Communications
  - ✓ Tools and Equipment
  - ✓ Crew Protection



### 1.9.12 Recruit

- New Members. To complete Basic Brigade Induction and aim to begin progress through all 'Basic Bush Fire' training units. Not permitted to undertake operational Fire Fighting until appointed a 'Fire Fighter' as above.
- **Internal – Brigade Recruit Induction Training**
  - ✓ Brigade Procedures and Policies Induction
  - ✓ Brigade Training Schedule Induction
  - ✓ Brigade Facilities and Vehicles Induction
  - ✓ Brigade PPC & PPE Induction

### 1.9.13 Support Member

- Support Members, provide non-operational support to their Brigade. Such as administration support, facility support, catering support etc.

(For larger sized rank epaulette slide insignia designs – see ANNEX B)

### 1.9.14 Brigade ‘Other Ranks’ Promotions

Once a member meets the minimum training competencies (see Section 1.9), they may be considered for Brigade Other Ranks promotions by their respective Brigade Captain, who will consider each members minimum training achievements as well as conduct an overall Brigade typical performance review. Once satisfied, a Captain may request a review by the Chief Bush Fire Control Officer, who will then approve or defer a Brigade member’s promotion. The Shires ESO will maintain a supply of Brigade epaulette rank slides, which will be issued to Brigade Captains on the advice of the CBFCCO.



## 2. Membership

### 2.1 Types of Membership

There are several types of membership of a Bush Fire Brigade. The details for these are found in the below descriptions.

#### 2.1.1 Volunteer Fire Fighter or Active Brigade Member

Fire fighter or Active Brigade Members are those persons being at least 18 years of age who undertake all normal bush fire brigade activities or hold office within the brigade.

### 2.1.2 Auxiliary Member

Auxiliary members are those persons being at least 16 years of age and may provide varied support to the Brigade. This may include operating as (casual) operational Fire Fighters, where they are qualified.

### 2.1.3 Cadet Member

Brigade Cadet Membership – not currently in use.

## 2.2 New Membership Application

- ❖ A new member of a Bush Fire Brigade is to be provided with these guidelines and complete an Application To Join A Bush Fire Brigade Form. By completing the application for membership, the new member is deemed to have accepted the conditions of membership included in this document.
- ❖ A minimum of two (2) Brigade members, including the Captain, should decide whether to recommend the application to the Shire of Boddington ESO.
- ❖ The ESO must endorse the application prior to submitting to DFES for processing.
- ❖ Once processed, members will receive an email from DFES with their new Volunteer Emergency Services Identity Number (ID) and an email inviting them to register for the Volunteer Hub at: <https://volunteerhub.dfes.wa.gov.au/logon>; and
- ❖ Members can use the Volunteer Hub to update their contact details, find resources to support their volunteering experience, and access other systems such as eAcademy, and view awards, service, and response history.
- ❖ On admission by DFES as a member, each new member is required to complete a WHS Induction form. This must be completed and submitted to the Shire within 2 weeks of admission. Each Brigade Captain is responsible to ensure this form is completed, signed, and submitted.

#### Information Members may find handy in the Volunteer Hub:

- eAcademy training platform
- Health and wellbeing resources
- Community engagement resources and ideas

**Note:** The Shire reserves the right to request a Criminal History Check for any Volunteer and refuse/terminate membership on the basis of fire/serious offences. The Captain of a brigade or the Shire may refuse an application for new membership for any reason.

## 2.3 Conditions of Membership

### 2.3.1 Minimum Training Requirements

All volunteer Bush Fire Brigade Recruit members are required to complete a Brigade volunteer induction. To achieve Operational Fire Fighter status and ranking they must meet requirements. (See 1.9.11 Fire Fighter)

### 2.3.2 Uniforms PPC

Members will be provided with the appropriate Bush Fire Brigade uniform once they have completed their minimum training requirements as per Section 3.1 Training Requirements for Brigade Members. It is required that this uniform be worn when attending any fire ground. The uniform issued as per Section 7.2 Personal Protective Clothing and Equipment, remains the property of the Shire of Boddington. Any damage or replacement of uniform issue is to be reported to the Brigade Equipment Officer/Captain. Members **must wear the correct uniform** when attending the fire ground. Recruits will be issued PPC as/if available.

### 2.3.3 Fitness for Duty & Code of Conduct

If attending a brigade activity including training, fund raising, meetings and fires, all volunteers are required to be in a fit state to perform the duties involved. This does not include social gatherings. If a volunteer present unfit for duty, the person presiding over the activity must instruct that person to stand down. Examples include being impaired due to drugs (including prescription drugs), alcohol or fatigue. The Shire of Boddington Alcohol and Other Drugs Policy, as amended from time to time, applies to all Volunteer Bush Fire Brigade Members.

### 2.3.4 Update of Personal Details

Shire of Boddington Volunteer Bush Fire Brigade members are required to ensure that their personal details are up to date. Any change of personal details made via the DFES Volunteer Portal are required to also be submitted to their Brigade Secretary and the Shire within fourteen (14) days of the change. Members may also complete and return form update of Membership Details.

### 2.3.5 Drivers Licences

All drivers of vehicles are required to hold a current Western Australian driver's licence for the class of vehicle that is being driven. Any situation that results in the suspension or loss of licence or impairment to the driver's capability is to be reported to the Brigade Captain.

### 2.3.6 Relevant Legislation, Procedures and Guidelines

The main legislation pertinent to the role of Bush Fire Brigade members are:

- Bush Fires Act and Regulations 1954
- Environmental Protection Act 1986
- Equal Opportunity Act 1984
- Fire and Emergency Services Act 1998
- Work Health and Safety Act 2020
- Road Traffic Act 1974

## 2.4 Induction

All new members shall be provided with a formal Brigade induction, to be completed as soon as possible but no later than six weeks after a new Members application is accepted. This form must be completed and signed by the Brigade Training/Induction Officer with the new member signing the declaration on the back of the form and **a copy must be supplied to the Shire.** Note: New Members should be provided with a mentor until such time as they are familiar with 'Normal Brigade Activities.'

## 2.5 Awards and Recognition

**Medals** A full WA-Bush-Fire-Brigade Medal set is awarded after 10 years of eligible service. A clasp set bearing the years of service will be awarded after 15, 20, 25 years of service.

- The 10- and 15-year Medal should be presented to members at a Brigade or Shire function.
- The 20- and 25-year Medals are to be presented to members at BFAC or the Fire Control Officer/Captain Annual Information or General Meeting.

## 2.6 Equal Opportunity, Complaints and Grievances

### 2.6.1 Equal Opportunity

The Shire of Boddington is committed to providing an enjoyable, challenging, involving, harmonious environment in which all persons can expect to be treated equally and with respect. The Shire of Boddington Discrimination, Harassment and Workplace Bullying Policy, as amended from time to time, applies to all Volunteer Bush Fire Brigades Members.

## **2.6.2 Complaints and Grievances**

All grievances between members or brigades should, in the first instance, be reported to the Chief Bush Fire Control Officer. If in the opinion of the Chief Bush Fire Control Officer the grievance is of a small nature and can be resolved through counselling with individuals, the Chief Bush Fire Control Officer may after consulting with the Shire of Boddington resolve the issue. If by the nature of the grievance the Chief Bush Fire Control Officer, the Brigade member or the Shire of Boddington believe the issue cannot be resolved through normal counselling, then any party may seek the intervention of the Shire of Boddington's Chief Executive Officer in accordance with the Shire of Boddington Discrimination, Harassment and Workplace Bullying Policy. All complaints will be in accordance with the Shire's Grievance Procedure.

## **2.7 Disciplinary Action / Suspension & Termination**

### **2.7.1 Disciplinary Action**

Disciplinary action can only be taken by the Shire of Boddington's Chief Executive Officer or Council. The Chief Executive Officer must notify the member in writing and provide the disciplinary action once an investigation has been completed. The notice issued by the Chief Executive Officer should have the right to appeal.

#### **Disciplinary action may include:**

- Demotion in rank of a member
- Suspension of membership
- Termination of membership
- Any other reasonable disciplinary action as determined by the Shire CEO

### **2.7.2 Suspension of Membership**

*As per the Shire of Boddington, Bush Fire Brigades Local Law 2023*

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension must be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension.
  - (b) terminate the membership; or
  - (c) reinstate the membership.

### **2.7.3 Termination of Membership**

*As per the Shire of Boddington, Bush Fire Brigades Local Law 2023*

- (1) Membership of the bush fire brigade terminates if the member –
  - (a) dies.
  - (b) gives written notice of resignation to the Secretary.
  - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill health.
  - (d) is dismissed by the Committee.
  - (e) is dismissed by the Local Government; or
  - (f) ceases to be a member or is taken to have resigned under subclause.
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

### 3. Training

The Shire of Boddington in conjunction with the Department of Fire and Emergency Services Upper Great Southern Region will release a training Calendar each year. Members are to discuss requirements with their respective Training Officers then nominate for any of the courses advertised on these calendars. All courses available are on the eAcademy training platform where members can nominate or alternatively do so through their Training Officer. The Shire Emergency Services Officer (ESO) is nominated the Shire's DFES-Hub Training Manager for Bush Fire Division and will promote training courses available through DFES and other opportunities that may become available for brigade members.

As per section 1.7.6 the Deputy Chief Bush Fire Control Officer (or another person as appointed by the CBFCO) is the Bush Fire Division, Training Coordinator and will liaise with each Brigades Training Officer to promote training courses available through DFES and other opportunities that may become available for Brigade members.

#### 3.1 Training Requirements for Brigade Members

All Operational Fire Fighter members are to hold current training qualifications in accordance with these guidelines and the minimum standard outlined for each ranking in section 1.9.11. To achieve **Operational Fire Fighter Status**. 'ALL' Brigade members must either have successfully completed the following listed training.

- **Basic Bush Fire – Bush Fire Safety Awareness**
  - ✓ **Bush Fire Characteristics and Behaviour**
  - ✓ **Bush Fire Safety and Survival**
  - ✓ **Suppress Bush Fire**
- **Basic Bush Fire – Fire Fighting Skills**
  - ✓ **Introduction to Map Reading**
  - ✓ **Introduction to Communications**
  - ✓ **Tools and Equipment**
  - ✓ **Crew Protection**

##### 3.1.1 State Fire Plan – Hazard Management Agency (HMA) Recommended Training

State Hazard Plan – Fire, section 3.4 states that all response personnel operating on a fire ground are trained to a standard no less than the minimum standard (or equivalent) recommended by the HMA. Fire ground is defined as “the area that response activities are being undertaken to mitigate the hazard of fire that has the potential to cause a threat or harm to the health or safety of responders”. (See 10.2 HMA Chart).

##### 3.1.2 Operational Fire Fighter Status

Operational Fire Fighter Status is only achieved by members competently completing Basic Bush Fire – Bush Fire Safety Awareness & Fire Fighting Skills courses. (See the Shire of Boddington, Chief Executive Officer, Operational Firefighter Status, Procedures document).

##### 3.1.3 Fire Control Officers

Fire Control Officers (FCO's) must have competently completed the DFES Fire Control Officer course, prior to being appointed to the FCO role.

#### 3.2 Training Requirements for Brigades – In House

All Brigades are encouraged to conduct in house training throughout the year. This includes Recruit induction:

- Brigade Procedures and Policies Induction
- Brigade Training Schedule Induction

- Brigade Facilities and Vehicles Induction
- Brigade PPC & PPE Induction

Appliance Awareness Refresher Training / Pre-Season Training / or any other Routine Training should be conducted by the trainers and leadership group of the Brigade. There is no formal qualification in this training. Attendance records for all Recruit Induction and Brigade Training, should be given to the Shire of Boddington within one month of completing such Training.

### **3.3 Rural Fire Awareness Training Recommended for all 'Other' personnel.**

Rural Fire Awareness is the recommended minimum standard for all other personnel operating on a fire ground.

### **3.4 Motor Vehicle Drivers Licence Training**

There may be reimbursement of the costs associated with Volunteers obtaining appropriate class MVDL's. (LR, MR, HR) to maintain Brigade/Unit capability if the Shire identifies a need. **Note:** Excludes the costs of volunteers obtaining an initial C class MDVL. **Eligibility:** Active brigade member for 2 years

### **3.5 Training Expenses**

Training expenses may be covered by the Local Government Grant Scheme (LGGS). This includes fuel and accommodation for attending training courses outside of the local area. For full details and procedures refer to Section 5.4 Purchasing – Training Expenses.

## **4. Meetings**

All meetings held by a Bush Fire Brigade shall be minuted.

### **4.1 Ordinary Meeting**

A Bush Fire Brigade may at any time call an Ordinary Meeting of its members. A Bush Fire Brigade shall hold a minimum of one Ordinary Meeting each year and this meeting can be combined with in house training. An Ordinary Meeting can be called by the Captain or President of that brigade.

### **4.2 Annual General Meeting**

A Bush Fire Brigade is to hold an Annual General Meeting during the months of May to June each year. The requirement for brigades to meet through this period is to allow the Shire of Boddington and Chief Bush Fire Control Officer ample time to prepare all relevant documents and procedures for the coming fire season. Minutes of an Annual General Meeting are to be received by the Shire of Boddington no later than two weeks after the meeting date.

#### **At the Annual General Meeting, the Bush Fire Brigade is to address the following:**

- Attendance List of all Meeting Attendees, Apologies, and non-voting.
- Visitors.
- Confirmation of Previous Minutes.
- Declare all Brigade Officer Bearer positions vacant.
- Nominations of office bearers in line with Section 1.8 Bush Fire Brigade Office Bearers – Roles and Responsibilities and Section 4.8 Brigade Elections (all positions need to be nominated and receive a second).
- Nominate member(s) as FCO(s) in line with Section 1.8 Bush Fire Brigade Office Bearers – Roles and Responsibilities and Section 4.8 Brigade Elections (all positions need to be nominated and receive a second).
- Nominate BFAC Zone delegate and Proxy (bi-annually).
- Member Reports from Captain's, Fire Control Officer, Training and Equipment Officer on the year's activities.
- Financial Report - Adopt the annual financial statements.
- ESL Submissions to be considered by the Shire of Boddington. (This is the Brigades opportunity to request Capital items through the ESL budget process).
- Correspondence In/Out.

- l) Requests from Private Property Owners for the Brigade to conduct a Fuel Hazard Reduction Burn; Hazardous Parcels of Land that require Investigation from the Shire of Boddington.
- m) Review and update current membership list, active firefighters/support/auxiliary and contact details of members then advise the Shire of Boddington in writing of members to be removed with reason e.g. Deceased, Resigned or sold property and left region; and General Business may be conducted where specified in the Agenda.
- n) Minute any other Brigade 'general business is arising.

### **4.3 FCO and Captains - Annual Information Meeting**

The Chief Bush Fire Control Officer will hold an Annual Information Meeting for all Fire Control Officers and Captains within the Shire of Boddington. The meeting is to inform members of any relevant information and or changes to fire operations for the coming fire season. The meeting should be held between in September and November of each year. Other such meetings may be called as required by the CBFCO.

### **4.4 Secretary - Biannual Information Meeting**

The Shire of Boddington may hold a Biannual/or as required Information Meeting for all Secretaries, within the Shire of Boddington Bush Fire Division. A Bush Fire Brigade may request other administration officers to attend, this request will be assessed on its merits. The meeting is to inform members of any relevant information and or changes. New Secretaries can request an induction / information session with the Shire of Boddington at any stage.

### **4.5 Notice of a Meeting**

Brigades may request the Chief & Deputy Bush Fire Control Officers, the Shire Emergency Services Officer and Shire Bushfire Risk Mitigation Coordinator to attend an Annual General meeting or Ordinary meeting. This request must be received at least two weeks prior to the meeting date.

Notice of Bush Fire Brigade meetings must be issued in the following manner:

- Must be given by the Secretary.
- Must set out an Agenda for the meeting.
- Must set out the date, time, and place of the meeting.
- May be given by written notice to each member.
- Personally, by post or electronic email; or
- By a notice published in a newspaper circulating in the area of the Brigade.
- By public notice on the Brigade's notice board/s Facebook page; and
- Must be signed by the Secretary or, in the case of a special meeting, by the person convening the meeting.

Notice of any 'special' general meeting of the Brigade, must be given to all members of the Brigade eligible to vote at least seventy-two (72) hours before the commencement of the meeting.

Notice of the Annual General Meeting and of any Ordinary Meeting of the Brigade must be given to all members of the Brigade eligible to vote, and the Shire of Boddington, at least fourteen days before the commencement of the meeting.

An Operational Meeting of the Brigade may be convened at the earliest appropriate date, time, and place acceptable to those members requested to attend.

### **4.6 Brigade Correspondence**

All outgoing correspondence from Bush Fire Brigades must go through the Shire of Boddington prior to sending. This ensures a consistent approach with Shire of Boddington and BFAC policies, plans, and record keeping.

## 4.7 Quorum & Voting

### 4.7.1 Quorum

A quorum for all brigade meetings shall consist of not less than 5 active members or thirty (30) percent of Active members whichever is least.

### 4.7.2 Voting

Each Active and Auxiliary Member shall be entitled to one vote. Non-active members, members of other brigades, Chief & Deputy Bush Fire Control Officer or the Shire Emergency Services Officer or Shire Bushfire Risk Management Coordinator, **do not** have a vote at Brigade meetings.

## 4.8 Brigade Elections

All Brigade Nominations for positions are required to be presented at the Annual General meeting.

### Operational Positions

- ❖ For an operational position, a person can only be nominated by a listed active Fire Fighter brigade member who has been a listed active fire fighter brigade member for a minimum of twelve (12) months; and
- ❖ A nomination for an operational position must be endorsed by a second listed active Fire Fighter Brigade member with a minimum of twelve (12) months as a listed active fire fighter brigade member.
- ❖ Each member is only entitled to nominate one (1) person per position.

### Non-Operational Positions

- ❖ For non-operational positions, a person can only be nominated by a Brigade member who is from that Brigade with a minimum of twelve (12) months as a Brigade member; and
- ❖ A nomination for a non-operational position must be endorsed by a second Brigade member with a minimum of twelve (12) months as a Brigade member.

**Note:** Nominees **must** be a current member and indicate acceptance of nomination within one week of the Annual General Meeting being held.

### 4.8.1 Nomination of Chief & Deputy Bush Fire Control Officers

#### Chief & Deputy Bush Fire Control Officers (CBFCO & DCBFCO)

- ❖ The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers are nominated by BFAC and appointed by the Shire CEO.

#### Fire Control Officers (FCO's)

- ❖ At the Annual General Meeting, Fire Control Officers are to be nominated by members to serve as Fire Control Officer for the coming fire season. These nominations are to be received by the Shire no later than the 30 June each year. Fire Control Officers must be appointed by Shire. Brigade members that have not been appointed by the Shire have no authority to function as a Fire Control Officer. The appointment is for one year.
- ❖ Appointed Fire Control Officers can only issue 'Permits to Burn' for their Bush Fire Brigade area and must meet the qualifications as outlined in Section 1.9.3 Fire Control Officer (FCO).
- ❖ The Shire of Boddington Ranger & Emergency Services Officer will also usually be appointed as an FCO for the purposes of acting under and enforcing the Bush Fires Act and Regulations 1954. This is usually a permanent appointment.

## 5. Purchasing

All procurements made for or on behalf of Brigades will be through Shires Emergency Services Officer or Executive Manager Development and Community Services, who will have due regard to the Shire's existing policies and budgets. No commitments can otherwise be made to suppliers by Brigades unless a Brigade's own funds are used.

### 5.1 Purchase Authorisation & Procedures

- ❖ All purchasing of goods and services with Shire funds must comply with the Shire of Boddington Purchasing Policy and Procedures to provide compliance with the Local Government Act 1995 and the Local Government Grants Scheme Bush Fire Services Manual for Capital and Operating Grants. This will ensure consistency in authorisation and procedure for all purchasing activities that integrates within all the Shire of Boddington operational activities.
- ❖ **No purchases of any kind are permitted without an authorised Purchase Order / or pre-approval, from the Shire of Boddington.**

### 5.2 Local Government Grant Scheme (LGGS), Emergency Services Levy (ESL) Operational Funds

- ❖ Local Governments must operate within the operating grant allocations bottom line. All expenditure should be authorised and be within LGGS guidelines.
- ❖ No purchase of equipment, repairs or maintenance of any vehicle can take place **without an authorised Purchase Order** from the Shire of Boddington.
- ❖ After hours or emergency repairs requiring funds **must** be authorised by the Shire of Boddington Emergency Service Officer or Executive Manager Development and Community Services.

### 5.3 Brigade Meals - on Active Duty

If meals are required for volunteers on duty at the scene of a fire **ONLY the following are authorised to purchase** the required meals if considered reasonable in the circumstances:

- Shire Ranger & Emergency Services Officer
- Shire Development Services Administration Officer
- Shire Executive Manager Development and Community Services

The Chief or Deputy Bush Fire Control Officers, Fire Control Officers or the Brigade Officer in Charge of a Local Government incident may request through the above that refreshments are provided to firefighting crews.

### 5.4 Training Expenses

- ❖ Costs associated with Brigade based local training, including materials, consumables, and light refreshments, may be covered by the Shire of Boddington under the LGGS.
- ❖ Shire of Boddington may arrange for accommodation if DFES are not supplying, and it is required.
- ❖ All applications for training expenses must be presented to the Shire Emergency Services Officer or nominated person **prior** to any course date so the Shire can arrange a Purchase Order.
- ❖ All receipts are to be presented to the Shire within 5 working days of course completion.
- ❖ For Shire of Boddington arranged training, refreshments may be provided to brigade members that attend if considered reasonable.

## 6. Brigade Equipment and Maintenance

### 6.1 ESL Supplied Appliances

- ❖ Brigades allocated with an appliance must complete their customised 'Appliance Equipment Checklist' prior to the start of the fire season.
- ❖ The forms are to be sent to the Shire Emergency Services Officer at the Shire of Boddington for processing.
- ❖ All equipment failures are to be reported to the Shire Emergency Services Officer.
- ❖ ESL Supplied Vehicles are to be taken by the brigade to the designated service provider for annual maintenance and servicing when requested by the Shire of Boddington or the Chief & Deputy Chief Bush Fire Control Officers, following Section 5 Purchasing procedures.
- ❖ Brigade Equipment Officers are to maintain service records for all their Brigades Appliances.
- ❖ All purchase of equipment, repairs or maintenance of any vehicle **should not** take place **without an authorised Purchase Order** from the Shire of Boddington following Section 5 Purchasing, Sub Section 5.2 (LGGS) ESL.
- ❖ When Brigades require any equipment for appliances, they must complete submit an Equipment Request to the Shire of Boddington for approval.

### 6.2 Brigade Owned Equipment

- ❖ Non-ESL supplied equipment **is not** eligible for ESL funding. Maintenance of Brigade owned Slip-On Units is funded by the Shire of Boddington Fire Operational Budget. This budget only allows for maintenance and minor repairs and **must not** take place **without an authorised Purchase Order / or pre-approval** from the Shire of Boddington in accordance with Section 5 Purchasing.
- ❖ Equipment failure because of lack of maintenance or upkeep may not be covered by the Shire of Boddington.
- ❖ Major repairs such as pumps, hose reels and tanks are a capital item and require the approval of Council through the normal budget process.
- ❖ Brigades that have previously purchased a vehicle through brigade managed funds may request that the vehicle is placed onto the Shire of Boddington Division/Brigade Owned Equipment List for the purpose of insurance, licensing, and general maintenance. General up-keep of these vehicles (fuel, tyres, and major repairs) are to be at the relevant brigade's expense.
- ❖ Brigade owned equipment not listed on the Shire of Boddington Brigade Equipment list **will likely not** be insured or maintained by either the ESL or the Shire of Boddington.

### 6.3 Privately Owned Equipment

Privately owned equipment such as Slip-On Units **will not** be maintained by the Shire of Boddington. **Note:** Privately owned equipment and vehicles **are insured** if being used for "Normal Brigade Activities" and under the directions of an FCO.

## 7. Work Health and Safety

In accordance with the Work Health and Safety Act 2020 and the Work Health and Safety (General) Regulations 2022, all employees and volunteers will collectively contribute to achieving a high standard of excellence in work health and safety management in the workplace and accepts relevant responsibilities under current safety and health laws. Volunteers are required to be physically able to conduct their role.

### 7.1 Responsible Officer

The Chief Executive Officer (CEO) for the Shire is the responsible officer for providing, maintaining, and promoting a safe working environment as per Shire of Boddington Work Health and Safety Policy.

## 7.2 Personal Protective Clothing and Equipment

- ❖ All Personal Protective Clothing and Equipment is to be to the Department of Fire and Emergency Services standards. Only registered Brigade members that hold qualifications in accordance with Section 3.1 Training Requirements for Brigade Members (Operational Fire Fighter Status), are eligible for Personal Protective Clothing and Equipment as outlined in Ranger Form 23 Personal Protective Clothing form. Once the required training is completed (or RPL granted as per Section 1.9.15, Captains Equipment Officers must sign the Ranger Form 23 Personal Protective Clothing form and send it directly to the Shire of Boddington Emergency Services Officer for processing before PPC can be ordered/issued to any Brigade member.

### 7.2.1 Helmets

Pending availability, all Operational Fire Fighter Status Brigade Members, will be issued a Pacific BR9 Style Helmet, including visor, neck protection and torch/holder. All Fire Fighters are issued a White BR9 Helmet with Silver Decal-Reflectors, Brigade OFFICERS a Yellow BR9 Helmet with Silver Decal-Reflectors, FCO's a Yellow BR9 Helmet with Red Decal-Reflectors, CBFCO & DCBFCO a Red Helmet with Red Decal-Reflectors.



### 7.2.2 Nomex, Jackets and Pants

Pending availability, all Operational Fire Fighter Status Brigade Members, will be issued a lime Nomex style Jacket with rank slides, name badge and shire-shoulder patches. Reflective strips and rear bushfire services text. Also, a pair of Navy Nomex pants with matching reflective strips.



## 7.3 Insurance

Local Governments who have Bush Fire Brigades are required to obtain and keep current insurance cover that applies to all '**Normal Brigade Activities**' as defined in the Bush Fires Act 1954.

### Insurance Cover is provided for:

- Volunteer Fire Fighter Personal Injury
- Motor / Plant Damage
- Third Party Liability

## 7.4 Incident Reports

Any incidents involving damage to equipment or vehicles, near misses, injury or fatality **must** be reported to the Shire immediately and steps put in place to mitigate the danger. Shire of Boddington Incident and Hazard Reporting and Investigation procedures are to be followed.

## SECTION TWO - Operational Procedures

### 8. Operational Procedures

#### 8.1 Command and Control

All wildfire operations should prescribe to AIIMS (Australasian Inter-Service Incident Management System).

AIIMS is based on five key principles:

- Unity of Command.
- Span of Control.
- Functional Management.
- Management by Objective; and
- Flexibility.

#### Incident Controller

For all Level One fires under the control of the Shire of Boddington, the Chief Bush Fire Control Officer or his/her delegate will assume the role of Incident Controller.

#### Operations Officer

Fire Control Officers or the next ranking officer will perform the role of on ground Operations Officer.

The management of all fire crews / personnel is the responsibility of the Operations Officer. All incoming crews **must** report to the Operations Officer.

#### 8.2 Media

In accordance with the Local Government Act 1995 the Shire President is the authorised spokesperson for the Council. The Chief Executive Officer may also be the spokesperson of the Council if the President agrees, or if authorised by policy. If any Brigade or staff member is approached by the media to answer questions or make a comment **they must respectfully decline** and refer them to the authorised spokesperson.

#### 8.3 Radio Communications

All current Radio Procedures should be adhered to at all times. Senior Officer's should as soon as possible engage a sector structure and use simplex channels where possible leaving any command channels available for management purposes. The Shire of Boddington Bush Fire Brigade Network Communication's Plan should always form the basis of any Radio Communications on the fire ground. The Shire ESO in Liaison with the CBFEO will be responsible for allocating all Brigade Network call signs.

#### 8.4 SITREPs (Situation Reports / PAFTACS Format)

The first situation report is a critical report as this provides guidance for the most appropriate and timely response to an incident. The procedure below enables the transfer of relevant information in a standard, concise and accurate manner to senior officers and other combat agencies.

The below procedure should be used when delivering a SITREP.

##### 8.4.1 Procedure

The first situation report (SITREP) should follow the PAFTAC format, being:

- Position of the fire
- Area of the fire
- Fuel Type
- Time required to suppress the fire.

- Assistance and resources required.
  - Command and communication.
  - Surface winds, strength, and direction
- ❖ The first responding crew should provide the initial SITREP to the Incident Controller (CBFCO) or delegate.
  - ❖ A SITREP should be transmitted by the first arriving crew as soon as the relevant information is determined, after arriving at the incident.
  - ❖ Priority may need to be given to attacking the fire if control can be achieved in a short period of time and with the resources present. Regardless, the first SITREP should be provided within fifteen (15) minutes.
  - ❖ The information in the first SITREP will often be based on best estimate by the reporting crew and should not be unreasonably delayed in an attempt to get precise information.
  - ❖ The **PAFTACS** format is a guide to the information that will assist the Senior Officer to determine the resources required to combat the incident but not every item is required to mobilise the initial response.

### **8.5 Brigades Request to Burn Private Property**

- ❖ Private property owners from time to time may request a Brigade to conduct a Fuel Hazard Reduction Burn. The Bush Fires Act 1954 only allows for Brigades to conduct Fuel Hazard Reduction Burning on private property as described in Section 33 (4) and 33 (6) of the Act.
- ❖ The Shire supports Brigades that use Shire and Brigade equipment to undertake Fuel Hazard Reduction Burning on private property as an effective means of reducing fuel loads on private property.
- ❖ If a Brigade is requested to conduct a Fuel Hazard Reduction burn on private property, then pre-approval must be gained by the CBFCO or DCBFCO prior to the burn commencing.

### **8.6 Fire Incident Reports**

- ❖ Fire Incident Reports (F.I.R.'s) are to be completed in a timely manner, by the incidents designated Fire Control Officer, or the next senior volunteer bush fire fighter in attendance.
- ❖ The CBFCO and relevant Brigade Captain/s should ensure a copy of each F.I.R. is sent through to the Shire of Boddington - Emergency Services Officer. Where possible this should be done within two weeks after each fire incident has been completed.

## SECTION THREE – Bush Fire Advisory Committee

### SECTION THREE – Bush Fire Advisory Committee

#### 9. Bush Fire Advisory Committee (BFAC)

Please see full Committee and Terms of Reference of BFAC; in section 11.D, ANNEX D, page 43.

## SECTION FOUR – Forms and Annexures

### SECTION FOUR – Forms and Annexures

The following section has the relevant Forms and Appendices as referred to in this document.

#### 10. Forms:



# PROTECTIVE CLOTHING REQUISITION

## BODDINGTON BUSH FIRE DIVISION



**\*COMPLETE this form. Then get Brigade Captain or Equipo to Sign, THEN SEND TO: ranger@boddington.wa.gov.au**

BRIGADE:	PURCHASE ORDER NUMBER/S:	OFFICE USE ONLY.	OFFICE USE ONLY.
----------	--------------------------	------------------	------------------

VOLUNTEER NAME & SERVICE NUMBER	VOLUNTEER PHONE NUMBER:
---------------------------------	-------------------------

**\*PLEASE ONLY TICK THE ITEMS YOU GENUINELY REQUIRE.**

	<b>HELMET - WHITE [FIREFIGHTER]</b> Pacific BR9 Wide Brim Helmet, White, Inc F/Shield & Mesh Cradle		<b>HELMET - YELLOW [OFFICER]</b> Pacific BR9 Wide Brim Helmet, Daisy Yellow, Inc F/Shield & Mesh Cradle		<b>HELMET - YELLOW [FIRE CONTROL OFFICER]</b> Pacific BR9 Wide Brim Helmet, Daisy Yellow, Inc F/Shield & Mesh Cradle		<b>HELMET - RED [CBFCO / DCBFCO]</b> Pacific BR9 Wide Brim Helmet, Red, Inc F/Shield & Mesh Cradle
Tick if required / *Or add custom name decal request.		Tick if required / *Or add custom name decal request.		Tick if required / *Or add custom name decal request.		Tick if required / *Or add custom name decal request.	

\*Please indicate back of helmet name decal / if just ticked, default-surname-only decal will be supplied

	<b>NOMEX JACKET</b> AS4824, Lime Bod BFS (Item No: J922-BFS1-BOD) *Jackets with Heat Applied Text, Silver Reflective, Red Backing Colour. "FIRE SERVICES" on the back.	XS	S	M	L	XL	2XL	3XL	4XL		<b>BRIGADE BASEBALL CAP</b> Tick if required.
--	--	----	---	---	---	----	-----	-----	-----	--	--

<b>JACKET RANK SLIDES</b>	RECRUIT	FF	FF1	SFF	LFF	SLFF	4LT	3LT	2LT	1LT	CAPT	CBFCO	CBFCO

\*Nomex Jacket Rank Slides - Please check entitlement before requesting

	<b>NAVY BLUE T-SHIRT</b> Bush Fire Service Logo on Chest and Text on back.	S	M	L	XL	2XL	3XL	4XL	5XL		<b>NAME PATCH</b> Tick if required.
--	---	---	---	---	----	-----	-----	-----	-----	--	--

	<b>LEVEL 1 GLOVES</b> Wildland Level 1 (Pair)	2XS	XS	S	M	L	XL	2XL	3XL		<b>GOGGLES</b> Tick if required.
--	--	-----	----	---	---	---	----	-----	-----	--	-------------------------------------

	<b>NOMEX CARGO PANTS [MALE]</b> Field Cargo FR (Navy) AS4824 PRT Male (Yellow and Silver reflective tape, matching Nomex Jacket style). T243-PB1-PRT.	72R	77R	82R	87R	92R	97R	102R	107R	112R	117R	122R	79L	84L	89L	94L
		77S	82S	87S	92S	97S	102S	107S	112S	117S	122S	127S	132S	Other?		

\*All new issue pants will come with matching-size standard black belt (Pending availability)

	<b>NOMEX CARGO PANTS [FEMALE]</b> Field Cargo FR (Navy) AS4824 PRT Female (Yellow and Silver reflective tape, matching Nomex Jacket style). T806-PB2.	6	8	10	12	14	16	18	20	22	24	26	28	30	Other?
		6S	8S	10S	12S	14S	16S	18S	20S	22S	24S	26S	28S	30S	

\*All new issue pants will come with matching-size standard black belt (Pending availability)

	<b>BOOTS [UK SIZES]</b> Boots Oliver 66495 (Pair), Structure Black (or 66460 with Zip Kit)	3	3.5	4	4.5	5.5	6	6.5	7	7.5	8	8.5		<b>HELMET TORCH</b> Tick if required.
			9	9.5	10	10.5	11	11.5	12	13	14	15	16	

	<b>FACE MASK</b> Hot Shield, Wildland, foldable. Tick if required.		<b>KIT BAG OPTION 1</b> Large Firefighter Bag, with wheels (Navy) Tick if required.		<b>KIT BAG OPTION 2</b> Medium, Rugged Xtremes - PPE Kit Bag (Royal Blue) Tick if required.		<b>KIT BAG OPTION 3</b> Medium, Rugged Xtremes - PPE Kit Bag (Orange) Tick if required.
--	--	--	---	--	---	--	---

\*Please select one kit bag option only (Supply may depend on availability)

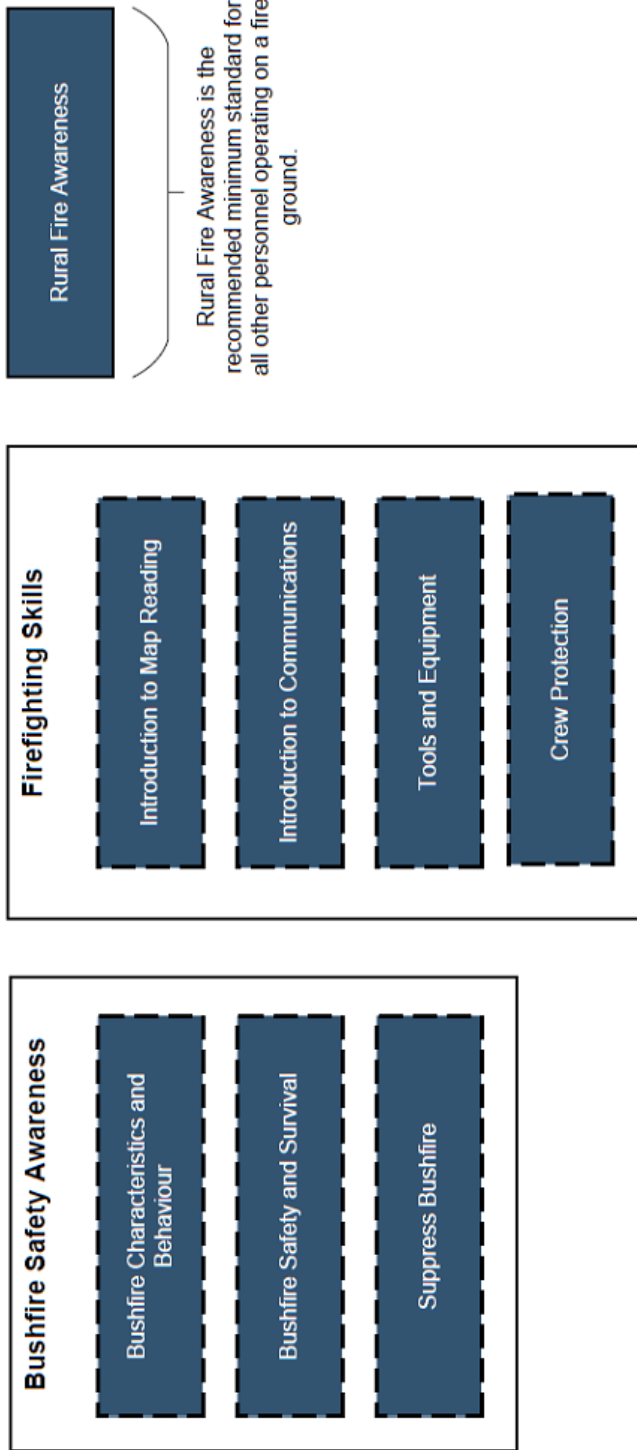
**Notes:** \_\_\_\_\_

Name / Signature by Brigade Captain or Equipment Officer \_\_\_\_\_

DATE: \_\_\_\_\_

# Hazard Management Agency (HMA) Recommended Minimum Training Standards for Response Personnel

*State Hazard Plan – Fire, section 3.4 states that all response personnel operating on a fire ground are trained to a standard no less than the minimum standard (or equivalent) recommended by the HMA. Fire ground is defined as “the area that response activities are being undertaken to mitigate the hazard of fire that has the potential to cause a threat or harm to the health or safety of responders”.*



Recommended minimum standard for all personnel operating on a fire ground, using DFES or Local Government Grant Scheme (LGGs) (or equivalent specification) firefighting appliances.

*The above training courses are part of the DFES Volunteer Service-specific Training Programs*

## 10.3 FORM 25; Brigade New Member / Recruit Checklist (Also see Section 1.9.12)

### **Brigade New Member / Recruit Checklist [Form 25]**

Brigade Captains are to ensure that new members complete and submit their DFES Volunteer Application Form as soon as possible. All new to Brigade transferring members and new Recruit members should be given the following induction, which should be completed no later than 6 weeks from the new member commencing with the Brigade.

#### **1. Brigade Procedures and Policies Induction:**

- a. Introduce to the Brigades key personnel, i.e. Captain, Secretary, Lieutenants, Training Officer, Trainers, Equipment Officer etc...
- b. Provide a Brigade contact list and as relevant get them onto the Brigades WhatsApp group.
- c. Discuss the Bush Fire Division and Brigade Chain of Command.
- d. Explain all roles e.g. FCO, Captain, CBFCO, DCBFCO, Shire ESO, EMDS & Shire Admin.
- e. Review the Bush Fire Brigade Local Laws
- f. Review the Bush Fire Division Operational Procedures
- g. Provide a quick review all general Bush Fire related forms, such as Fire Incident Reports, FORM 23 Uniform Document etc...,
- h. Review the DFES Volunteers Hub System, including Academy.
- i. Inform that no Brigade member has delegated authority to speak to the media.
- j. Review the Brigades call-out procedures.

#### **2. Brigade Training Schedule Induction**

- a. Explain the DFES Training requirements and opportunities. Including the 8 subjects required to be competently completed in order to be able to gain Operational Fire Fighter Status and ranking.
- b. Review the Annual DFES Training Calendars and aim to plan complete the 8 subjects required.
- c. Review any up-and-coming in-house Brigade planned training.

#### **3. Brigade Facilities and Vehicles Induction**

- a. Give a tour of the Brigade Premises (and other locations as relevant). Including pointing out entrances, exits, fire exits and assembly points, fire extinguishers, hose reels, fire alarm points, first aid kits. Kitchen and training rooms.
- b. Assign a locker if required/available.
- c. AS relevant review the smoking areas, sign in book, storage areas, telephones, toilets/change rooms.
- d. Discuss security of the premises.
- e. Discuss personal car parking arrangements.
- f. Give a tour of the Brigades Fire Fighting Appliances and Equipment (Trailers etc...)
- g. Review the Brigades radio equipment and HEMA maps.

#### **4. Brigade PPC & PPE Induction**

- a. Inform of the process of being issued a full-new set of Personal Protective Clothing (PPC) and Personal Protective Equipment (PPE). Which requires completion of the 8 basic Fire Fighter training units.
- b. Review all PPC and PPE in relation to usage and maintenance.
- c. Recruits may be issued Brigade spare/old-stock PPC if available. All PPC and PPE should be signed for and records kept by the Brigade Equipment Officer.

## 10.4 FORM 26; Bush Fire Brigade Annual General Meeting Template

### Bushfire Brigade Annual General Meeting (AGM) Template [Form 26]

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Chairperson: \_\_\_\_\_

#### Agenda


1. **Welcome and Apologies**
  - Welcome by Chairperson (*Usually the Brigade President or Captain*)
  - Apologies
2. **Confirmation of Previous AGM Minutes**
  - Review of minutes from last AGM
  - Motion to confirm minutes.
  - Business arising from minutes.
3. **Annual Reports**
  - Chairperson's Report
  - Captain's Report
  - Treasurer's Report (including presentation of financial statements)
  - Secretary's Report
  - Training Officer's Report
  - Equipment Officer's Report
4. **Election of Office Bearers**
  - Declaration of all positions vacant
  - Election of new office bearers:
    - President (Optional)
    - Captain
    - 1ST Lieutenant, 2ND Lieutenant, 3RD Lieutenant, 4TH Lieutenant
    - Treasurer
    - Secretary
    - Training Officer
    - Equipment Officer
    - Other positions (if any)
5. **General Business**
  - Review of brigade's strategic plan
  - Discussion on upcoming fire season preparations
  - Fundraising and community engagement plans
  - Any other business raised by members.
6. **Special Presentations or Awards**
  - Presentation of service awards
  - Acknowledgment of significant contributions
7. **Next Meeting**
  - Schedule date for next AGM
  - Set dates for regular meetings throughout the year.
8. **Closure**
  - Closing remarks by Chairperson
  - Meeting adjournment





# 10.6 FORM 28; Membership Application – See Bush Fire Brigades Local Laws, Appendix I & Appendix II [Form 28]

## Emergency Services Volunteer Membership Application



**Role details**

Brigade, Group or Unit: \_\_\_\_\_ Local government (if applicable): \_\_\_\_\_

Membership type:  
 Probationary (excluding BFS/MR)  Active  Support/Auxiliary  Junior/Cadet

Role: \_\_\_\_\_

**Applicant details**

Current/previous volunteer number: \_\_\_\_\_

Title: \_\_\_\_\_

First name (legal name): \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female  Non-Binary  Different Term  
 Prefer not to answer

Residential address  
 Street: \_\_\_\_\_ Suburb/Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address  Same as above  
 Street: \_\_\_\_\_ Suburb/Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Business Hours Phone: \_\_\_\_\_ After Hours phone (if applicable): \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Emergency contact details**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address (optional)  Same as applicant  
 Street: \_\_\_\_\_ Suburb/Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

	Yes	No
Are you currently taking any prescribed or non-prescribed medication for a health condition?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any known allergies?	<input type="checkbox"/>	<input type="checkbox"/>
Do you intend to or believe you may need to seek advice to treatment for a current health problem?	<input type="checkbox"/>	<input type="checkbox"/>
Any other conditions not listed above (please provide information below):	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered yes to any of the above, please provide further detail. Should you have any relevant medical documentation please attach (this may be requested).

Operational roles only. Please complete the below physical capacity questionnaire

Do you have difficulty with the following:

	Yes	No
Walking more than 200m	<input type="checkbox"/>	<input type="checkbox"/>
Walking on high or uneven ground	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>
Standing for more than one hour	<input type="checkbox"/>	<input type="checkbox"/>
Using hand tools	<input type="checkbox"/>	<input type="checkbox"/>
Climbing a ladder	<input type="checkbox"/>	<input type="checkbox"/>
Crouching or squatting	<input type="checkbox"/>	<input type="checkbox"/>
Lifting or bending	<input type="checkbox"/>	<input type="checkbox"/>
Gripping with both hands	<input type="checkbox"/>	<input type="checkbox"/>

Ethnicity (optional): \_\_\_\_\_

First Nation Status:  Aboriginal  Torres Strait Islander  Both ATSI  Neither

**Licence and Check Details**

Driver's License Number: \_\_\_\_\_ Category: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Working with Children Check Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
[Working with Children Check Policy](#)

### Medical Questionnaire

Your responses to the following questions will not exclude you from emergency service volunteering. This information will be used to help determine your suitability for the volunteer role you have applied for.

Within the last five years have you experienced any of the below conditions?

	Yes	No
High blood pressure, stroke or blood disorder	<input type="checkbox"/>	<input type="checkbox"/>
Heart vein or circulatory disorder (chest pain, heart attack, raised cholesterol and rheumatic fever)	<input type="checkbox"/>	<input type="checkbox"/>
Mental or nervous disorder (stress, depression, fainting, Seizures/Fit, Epilepsy, blackouts, paralysis, brain disorder, chronic fatigue syndrome)	<input type="checkbox"/>	<input type="checkbox"/>
Gout, arthritis, rheumatism, cartilage or ligament injuries (knees, elbow, wrist, shoulder), bone fracture	<input type="checkbox"/>	<input type="checkbox"/>
Head injury or neurological disorder (concussion, acquired brain injury, narcolepsy)	<input type="checkbox"/>	<input type="checkbox"/>
Persistent headaches (tension/migraine cluster)	<input type="checkbox"/>	<input type="checkbox"/>
Back pain, sciatica or other disorder of the back or spine including the neck (whiplash injury)	<input type="checkbox"/>	<input type="checkbox"/>
Asthma, bronchitis or other respiratory disorder	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes, thyroid or prostate disorder	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive strain injury or overuse syndrome	<input type="checkbox"/>	<input type="checkbox"/>
Vision or hearing impairment (prescription glasses, color blindness, hearing aids)	<input type="checkbox"/>	<input type="checkbox"/>
Had a medical condition advice or treatment from any doctor or health professional or been in hospital (not including minor cold, the flu, or contraceptive treatment)	<input type="checkbox"/>	<input type="checkbox"/>
Been advised to have an operation or had an operation	<input type="checkbox"/>	<input type="checkbox"/>
Been instructed not to drive for medical reasons	<input type="checkbox"/>	<input type="checkbox"/>
Sustained an injury from a motor vehicle accident	<input type="checkbox"/>	<input type="checkbox"/>

### Declaration and Privacy

#### Medical Declaration

I declare the above answers are true and correct to the best of my knowledge and that I will, if required, provide further information concerning my health and fitness that are relevant to this application.

#### Acknowledgement

If, after my acceptance as a volunteer, there are any changes to my personal details, including in regard to my health or fitness, I am required to complete and submit a Change of Personal Details Form.

**Declaration:** I agree to comply with the legislation that regulates the operations of emergency services in Western Australia. This includes the *Fire and Emergency Services Act 1998*, the *Fire Brigades Act 1942*, and the *Bush Fires Act 1954*, as applicable to the volunteer emergency service of which I will be a member. In addition, I agree to comply with the DFES and/or Local Government policies and procedures that relate to the volunteer emergency service of which I will be a member.

#### Privacy and Consent

I acknowledge that personal information may be disclosed to third parties (including other State institutions or authorities outside the Department of Fire and Emergency Services) with your consent; for purposes that would be reasonably expected) or where required, authorised or permitted by law.

#### Applicant

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Brigade, Group or Unit Endorsement

Brigade, Group or Unit loader name: \_\_\_\_\_

Brigade, Group or Unit signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type of photo identification sighted: \_\_\_\_\_

Application endorsed  Yes  No with comments: \_\_\_\_\_

#### DFES Office Processed in RPS by:

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Date: \_\_\_\_\_

Link sent for application for National Criminal History Check:  Yes  No Date: \_\_\_\_\_

Working with Children Check card verified  Yes  No  Not Applicable

#### District Officer, Area Officer, Local Government or Youth Programs Coordinator approval

DO/AD/LG/YPC name: \_\_\_\_\_

DO/AD/LG/YPC signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved  Yes  No with comments: \_\_\_\_\_

If guidance is required about Medical Questionnaire responses contact [injury.management@dfes.wa.gov.au](mailto:injury.management@dfes.wa.gov.au)

Volunteer applicant advised  Yes Date: \_\_\_\_\_

**10.7 FORM 29; Private Property Mitigation Burning ABC-Form**

**ABC Form 29**

**Section A. Request for Fuel Hazard Reduction / Mitigation Burning on Private Property Section A (to be completed by the Property Owner)**

I hereby request the Shire of Boddington’s Local Bush Fire Brigade to undertake a Fuel Hazard Reduction Burn in accordance with Section 33 (6) of The Bush Fires Act 1954 on the undermentioned property for the fees indicated. I understand and agree with the conditions and procedures imposed in respect to the application and in doing so agree the Shire of Boddington, Bush Fire Brigade and Registered Members shall be released from and shall not incur any responsibility or liability whatsoever for any accident or injury to the applicant or any damage or loss of property of the applicant.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

**Location where the Fuel Hazard Reduction burn is to be conducted.**

Rural Street Number (green post number): \_\_\_\_\_

Lot / Street number: \_\_\_\_\_ Street / Road: \_\_\_\_\_

Locality: \_\_\_\_\_ Size of Area to be burnt: \_\_\_\_\_

Agreed cost to undertake the Fuel Hazard Reduction Burn: \$ \_\_\_\_\_

Special Considerations or Risks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

I understand that if the burn is not able to be completed by the Bush Fire Brigade, that I as the landowner am still required to comply.

with the Shire of Boddington’s Firebreak and Fuel Hazard Reduction Notice.

**Section B. (to be completed by the Bush Fire Brigade)**

\_\_\_\_\_ Bush Fire Brigade in respect to this request has carried out an inspection of the above mentioned property and has determined that a Fuel Hazard Reduction Burn can be carried out in accordance with Section 33 (6) of the Bush Fires Act 1954 and the Prescription Guidelines (Form 2) as detailed.

\_\_\_\_\_  
Fire Control Officer / Captain Date

**Section C. (to be completed by the CBFCO or DCBFCO)**

\_\_\_\_\_ Bush Fire Brigade is authorised to undertake Fuel Hazard Reduction Burning on the above-mentioned property between the dates of \_\_\_\_\_ in accordance with this ABC Form and Form 2.

\_\_\_\_\_  
Authorised Officer Date

## ABC Form 29 *Continued*:

### Pre-Burn Checklist

**Information and Guidelines for Fuel Hazard, Reduction / Mitigation Burning on Private Property.** The intent of this information is to illustrate any potential problems or risks in the area that is subject to a Fuel Hazard Reduction Burn by the Bush Fire Brigade.

#### Resources Required:

- Fire Fighters Light Tanker Truck 1.4 Truck 2.4 Truck 3.4 Slip on-units Other
- Burn Lot or Location
- Rural Street Number
- Date Compiled
- Compiling Officer
- Action Areas
- Issue Yes, No N/A Action
- Will smoke affect roads?
- Will smoke affect town site?
- Are firebreaks to the standard?
- Is there a Building protection Zone?
- Are there power lines at risk?
- Is Telstra / Communications lines at risk?
- Are Gas bottles protected?

#### Bush Fire PAFTACS, Operational Considerations

The checklist below is a list of operational considerations for the first arriving fire crew when giving the first SITREP to the Incident Controller (CBFCO):

##### **P POSITION AND PROPERTY THREATENED**

- Assess the situation.
- Exposures / assets at risk / critical infrastructure

##### **A AREA**

- Size of fire

##### **F FUEL DENSITY AND TYPE**

- Estimate rate of spread (ROS)

##### **T TIME TO CONTROL**

- Establish an Incident Management Team
- Decide on objective, strategies, and tactics.
- Consider delegating key functions.

##### **A ASSISTANCE REQUIRED**

- Traffic Management
- Road closures
- Additional resources

##### **C COMMUNICATIONS AND CONTROL POINT**

- Radio frequencies / Communications plan
- Location of control point
- Consider media and public advice / warnings.

##### **S SURFACE WIND STRENGTH AND DIRECTION**

- Send SITREP
- Safety is first priority.

## 10.8 FORM 30; WHS Induction Form (2 pages)

### [Form 30]



Our Ref:  
File No:

## WHS Induction and Orientation – Bushfire Volunteers

Name of Inductee:

Brigade name

And Position:

*Eg Crossman/Fire fighter*

Name of Inductor:

Date of Induction

*Day/Month/Year*

Ref #	Topic	Requirements	Yes	No	N/A	Your intial to say that you understand and have read the requirement
1.	Work Health and Safety – Bushfire Division Operating Procedure 2024-2029  Shire Structure	The above Shire is committed to complying with the WHS legislation to provide a safe and healthy work environment for all employees, contractors, and volunteers. Safety is a shared responsibility with its success dependant on the cooperation and contribution of everyone involved in Shire activities. All concerns are to be reported to the Chief Bushfire Control Officer, (CBFCO), Deputy Chief Bushfire Control Officer (DCBFCO), Fire Control Officer (FCO), Ranger & Emergency Services Officer (RESO), Executive Manager Development & Community Services (EMDCS) or Chief Executive Office (CEO).				
2.	Personal Protective Equipment and Clothing	Working on the fire ground there is a minimum requirement. These are listed in your Shire Operating Procedures. Bushfire Volunteers are urged to take care of the PPE provided and must be wearing PPE when attending incidents.  Refer – Operating Procedures for further information.				
3.	Basic Induction on a DFES / Shire Appliance	Volunteers are expected to familiarize themselves with the Shires / DFES appliance before use. Please contact the FCO/Captain of the brigade to run you through the familiarization.  Volunteers using their own equipment on the fire ground must ensure they follow road traffic legislation at all times. If equipment is considered not appropriate the Incident Controller can request that it be removed from the fire ground.				

4.	Standpipes / Pump	Standpipes and Pump Trailers are utilized to access water for fire suppression. Through your Brigades FCO/ Capt make yourselves familiar on how this equipment works. If you come across any issues when using this equipment notify your Brigades FCO/Capt.				
5.	Medical / Wellness	Volunteers are required to be physically able to carry out the task allocated to them on the fire ground and manage their own fatigue levels through continual self-assessment. Volunteers shall advise the CBFCO, DBFCO, FCO or Captain immediately of any impairment to their ability to work safely.  Refer - Operating Procedures for further information.				
6.	Communications	A number of communication channels are utilized ON and OFF the fire ground. Make yourself familiar with the procedure.  Refer – Operating Procedures for further information				
7.	Training	An appropriate level of training and competency is required to carry out tasks safely. It is the responsibility of the volunteer to ensure they are working within their scope of competency and capability. If in doubt or unsure advise your CBFCO, DBFCO, FCO, RESO, EMDCS or CEO immediately.  Refer – Operating Procedures for further information.				

Inductees are required to make themselves familiar with the following, Bushfire Division Operating Procedures / 2024 – 2029 and Bushfire Brigade Local Law, these Documents are available on the Shires website.

As the inductee, your signature below acknowledges that you have read, and understood and will follow the information provided in WHS induction and orientation for Bushfire Volunteers. Prior to undertaking any work for the Local Government, you will clarify any queries you have in relation to the information provided either to the CBFCO, DBFCO, FCO, RESO, EMDCS or CEO.

Inductee comments / concerns:

Signature of Inductee:

|

Signature of Inductor:

Date:

eg date/month/year

Date:

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## 11. ANNEXURES

**11.A**, ANNEX A; Shire of Boddington Chief Executive Officer, Operational Firefighter Status Procedures document.

**ANNEX A**



### Chief Executive Officer, Operational Fire Fighter Status, Procedures

Version 1.2 (September 2025)

These Procedures outline the requirements for all Bush Fire Brigade Volunteer members to first be recognised as an 'Operational Fire Fighter' by the Shire of Boddington Chief Executive Officer, Prior to being permitted to engage in any operational firefighting incidents or pre-arranged mitigation burning events.

REFERENCES: Sections 1.9.11 and 1.9.15 of the **Bush Fire Division Operating Procedures 2024-2029** document.

1. In order to achieve 'Operational Fire Fighter Status', all Bush Fire Brigade volunteer members will need to competently complete the below selected eight - Department of Fire and Emergency Services of Western Australia (DFES) training, Bushfire Safety Awareness and Firefighting Skills subjects.

Which includes:

- **Basic Bush Fire – Bush Fire Safety Awareness**
  - ✓ **Bush Fire Characteristics and Behaviour**
  - ✓ **Bush Fire Safety and Survival**
  - ✓ **Suppress Bush Fire**
- **Basic Bush Fire – Fire Fighting Skills**
  - ✓ **Introduction to Map Reading**
  - ✓ **Introduction to Communications**
  - ✓ **Tools and Equipment**
  - ✓ **Crew Protection**

The previous Recognition of Prior Competencies process has now been repealed (September 2025)

2. This has been put in place to ensure Volunteers attending fires incidents and events, do so as safely as possible, while maintaining contemporary Work Health and Safety practices, where they demonstrated that they have the basic training or skills, and experience required prior to attending such incidents and events.
3. The Shire recognises that the Department of Fire and Emergency Services of Western Australia, maintains training records and has responsibility for all volunteer training.

4. The Shire of Boddington, Division Chief Bush Fire Control Officer has over-all responsibility to ensure volunteers are satisfactorily trained.
5. The Shire Chief Executive Officer has a responsibility to ensure all 'Operational Fire Fighters', have either competently completed the required seven selected subjects.

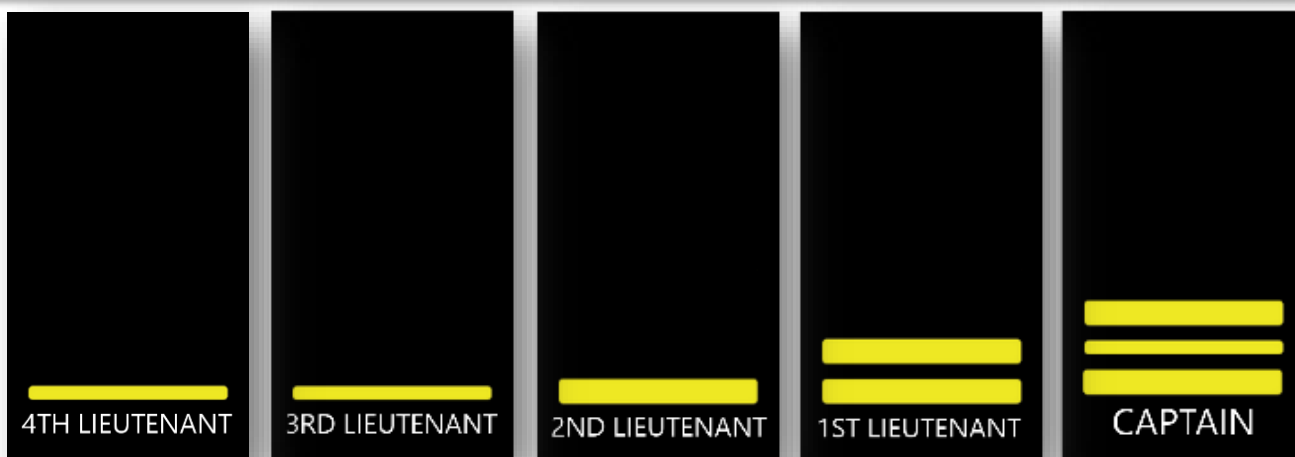
**Julie Burton**  
**Chief Executive Officer**

### Bush Fire Division Rank Insignia Chart

#### Division Officers



#### Brigade Officers



#### Brigade Other Ranks



**Bush Fire Division network Communications Plan**

**Communications**

- **Command Channel**                      **Mount Saddleback WAERN VHF High Band Ch. 114**
- **Sector Channel**                        **UHF Ch. 5**

1. Note: WAERN VHF & UHF Bands are not linked. When approaching a fire, the call-in channel is UHF 5 or relevant WAERN Channel.

**Surrounding Area Channels**

- Williams                                      WAERN VHF High Band Ch. 343
- Yarloop (Mount William)                WAERN VHF High Band Ch. 276
- Pinjarra (Turner Hill)                    WAERN VHF High Band Ch. 218
- Wandering                                  WAERN VHF High Band Ch. 339
- Mount Wells (Bannister)                PWS VHF High Band Ch. 649

**Forward Control Point (FCP)**

- The Shire has a Fire Command Vehicle (FCV) that may be established in the initial stages of a significant incident.
- Prior to the FCP being established the Incident Controller (IC) may control operations from any vehicle.
- Radio communications is the preferred means of contacting the IC on arrival (WAERN Channel 114).
- All level two incidents will involve the IC operating from the Incident Control Centre.

**Incident Control Vehicle (ICV)**

ICV's are mobile support facilities that may be available (The Shire of Boddington Bush Fire Division has one FCV available, otherwise and ICV may be requested through DFES Communications Centre on 1800 198 140) to provide:

- Enhanced incident communications
- Staging and incident access control – Control Point
- Mapping
- IMT meeting area.
- Intelligence links (e.g. air intel)

**Incident Control Centre (ICC)**

The Shire Office at 39 Bannister Road, Boddington may be used as the ICC; it may also be the designated staging point for incoming crews unless specified otherwise.

## 11.D, ANNEX D; Bush Fire Advisory Committee – Terms of Reference

- Also see:
  - Division 4, of the **Shire of Boddington, Bush Fire Brigades Local Law 2023** document.
  - Section 67, of the **Bush Fires Act 1954**

## ANNEX D

### **BUSH FIRE ADVISORY COMMITTEE, TERMS OF REFERENCE** (18 July 2023)

#### 1. NAME

The Name of the Committee is the Shire of Boddington Bush Fire Advisory Committee.

#### 2. HEAD OF POWER

The Committee is established by Council under Section 67 of the *Bush Fires Act 1964*.

#### 3. DEFINITIONS

- Committee means the Shire of Boddington Bush Fire Advisory Committee (BFAC)
- Council means the Council of the Shire of Boddington
- Elected Member means a Councillor of the Shire of Boddington

#### 4. OBJECTIVES

4.1 To provide a forum for discussion and to advise Council on all matters relating to:

- The preventing, controlling, and extinguishing of bush fires.
- The planning of the layouts of firebreaks in the district
- Prosecutions for breaches of the *Bush Fires Act 1954*
- The formation of Bush Fire Brigades and the grouping thereof under group Brigade Officers.
- The ensuring of cooperation and coordination of Bush Fire Brigades in their efforts and activities.
- Any other matters relating to bush fire control whether of the same kind as, or different kind of those specified.

#### 5. COMMITTEE STRUCTURE

5.1 The Committee shall consist of the following members, ex officio members/observers, and staff.

##### 5.2 Delegated voting membership

- 1 x Elected Member
- 1 x Chief Bush Fire Control Officer
- 1 x Deputy Chief Bush Fire Control Officer
- 4 x Brigade Captains / or an office bearer of the Brigade as nominated by the Captain.

##### 5.3 Ex Officio Members and Observers

- 1 x Department of Fire and Emergency Services representative
- 1 x Department of Biodiversity, Conservation and Attractions representative
- 1 x Saddleback Tree Farms representative
- 1 x Newmont Boddington Gold representative
- 1 x South 32 representative
- 1 x Forrest Product Commission representative

5.4 A quorum will be 4 voting members.

5.5 The Committee may invite appropriate persons to attend any meeting, but such persons shall not be entitled to vote on any decision arising out of that meeting.

5.6 The committee is supported by the Executive Manager Development and Community Services.

## 6. TERMS OF APPOINTMENT

6.1 The Elected Member is appointed by Council following ordinary Local Government elections for a term of up to two years to expire on the date of the subsequent ordinary Local Government elections.

6.2 If an elected member resigns or becomes ineligible prior to an ordinary Local Government election, Council will appoint a replacement.

## 7. PRESIDING PERSON

7.1 The nominated Elected Member shall fulfil the role of the Presiding Person.

7.2 In the absence of the Presiding Person the Chief Bush Fire Control Officer shall assume the role of Presiding Person.

7.3 In the absence of the Presiding Person and Deputy Presiding Person the Committee members present at the meeting are to choose one of themselves to preside the meeting.

7.4 The role of the Presiding Person includes:

- Ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner and.
- Where a matter has been debated significantly and no added information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

## 8. MEETINGS OF THE COMMITTEE

8.1 The Committee shall meet annually for its annual general meeting in July and then as required.

8.2 Extra meetings of the committee may be convened:

a) By the Presiding Member

b) By written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than seven (7) days' notice, and stating the purpose of the meeting.

c) By the Council

## 9. REPORTS TO THE BUSH FIRE ADVISORY COMMITTEE

9.1 Each fire brigade Captain on the Committee shall submit a report of the Brigade's training activities, vehicle and equipment status, and general business, to each meeting of the Bush Fire Advisory Committee.

## 10. POWERS OF THE COMMITTEE

10.1 The Committee is a formally appointed committee of Council and is responsible to that body.

10.2 The Committee does not have any delegated authority.

10.3 Committee recommendations must be adopted by Council during a formal Council meeting or approved by the Chief Executive Officer where delegation exists before they can be implemented.

10.4 Members of the Committee are not permitted to speak to the media as representatives of the

Committee unless approved by Council.

#### 11. SUBCOMMITTEES

- 11.1 The Committee may establish and appoint members from within its number to subcommittees to consider any specified matter or matters within the general remit of the Committee objectives.
- 11.2 The Committee shall determine the terms of reference for any subcommittee it so establishes.
- 11.3 A subcommittee so appointed shall report to the Committee in a frequency and manner determined by the Committee.

#### 12. VOTING

- 12.1 Each voting member of the committee present during a meeting will have one vote.
- 12.2 The Presiding Person does not have a casting vote in the event of equality of votes.
- 12.3 In the case of an equality of votes the recommendation shall be determined in the negative.
- 12.4 The names of members voting for and against are to be recorded in the minutes.

#### 13. REPORTING REQUIREMENTS

- 13.1 The Presiding person at a meeting is to ensure that Minutes are kept of the meetings proceedings.
- 13.2 Recommendations arising from the Minutes requiring a Council decision shall be presented to Council at the next Ordinary Council Meeting or earliest available Council meeting if it is not possible to present the Minutes to the next Ordinary Council Meeting.

#### 14. CODE OF CONDUCT

- 14.1 All Committee Members must abide by the Council and Committee Members Code of Conduct.

#### 15. TERMINATION OF THE COMMITTEE

- 15.1 The Committee can be terminated at the discretion of the Council.

*End of document*